



Spotlight 29 Casino



Job Title: Uniform Alterations Clerk

Department: Facilities

Job Type: Full-Time

Status: Non-Exempt

Summary:

Perform the following duties at the direction of the department manager repairs and/or alterations of uniforms issued to employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Perform routine repairs on uniforms on a timely basis to insure the appearance and the maintenance, adheres to Casino standards.
- Take measurements of employees and alters uniforms as needed to insure proper fit in a timely manner.
- Perform routine maintenance of sewing machines and reports needed repairs.
- Assist in the distribution and/or collection of uniforms on an as-needed basis.
- Assist in routine uniform laundry processes.
- Insure the work area is maintained in a clean, orderly and efficient fashion at all times.
- Assist in maintaining of records of uniform inventory to insure adequate supply to meet daily requirements.
- Must be capable of presenting a positive image of the Casino to its employees and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent desirable.
- Possess sewing skills and mending techniques.
- Knowledge of the use of industrial sewing machines.

REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

WORK ENVIRONMENT:

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis